

Position Title: Projects Officer – HIV Health Projects

Status: Part time, 12 Month Contract (28 hours per week)

Commencement Date: By negotiation

Reports To: Deputy Director

Location: Suite G5/01 Erskineville Road, NSW 2042

Salary Range: \$75,000 – 80,000 (Inc. Super and entitlements) per annum on a pro rata basis (salary packaging is available).

Position Statement

The *Projects Officer* will have high level project coordination skills and a strong knowledge of HIV and health systems in Australia. They must be able to work autonomously and collaboratively within a small team. This position reports to the *NAPWHA Deputy Director*. They will be responsible for coordinating HIV related health projects including Older People Living with HIV (PLHIV), HIV treatments, U=U and other emerging health issues for PLHIV in Australia. The *Projects Officer* will have experience in project coordination, working with a range of stakeholders, delivering projects in time and on budget within a clear deadline.

The *Projects Officer* will also support senior management team by representing NAPWHA externally with stakeholders and sector partners and with the production of resources with NAPWHA's networks, member organisations and external partners.

Background

The National Association of People with HIV Australia (NAPWHA) is the peak non-government organisation representing people living with HIV in Australia. NAPWHA provides advocacy, policy, education and outreach for people living with HIV.

NAPWHA works across the range of HIV healthcare and positive education initiatives to promote the highest quality standards of care for positive people, to develop and encourage appropriate clinical and social research across the relevant domains of HIV, and to advocate on national HIV issues. In the changing landscape of HIV management, improving long-term quality of life for people with HIV remains a central focus for NAPWHA.

The NAPWHA secretariat works under the direction of the Executive Director to progress issues prioritised through the NAPWHA Strategic Directions Plan and the NAPWHA Board of Directors.

Position Purpose

The *Projects Officer* will work collaboratively with other staff, members, and key stakeholders to maintain the organisation's national leadership on contemporary health issues facing people living with HIV in Australia.

Key Responsibilities

The responsibilities of this role will include, but not be limited to:

- Coordinate NAPWHA's HIV health projects including 'Older PLHIV' and 'HIV Treatments'.
- Work with the NAPWHA secretariat to respond to emerging health issues impacting PLHIV in Australia.
- Regularly review treatments information placed on the NAPWHA website, including reviewing website information on HIV clinical trials and cure research, and recommending changes as required.
- Circulate treatments information and fact sheets through relevant community networks; this includes promulgating current available treatments information that has been produced but may not have been circulated or have visibility amongst member organisations and the HIV-positive community.
- Coordination of NAPWHA's Older PLHIV Network, including regular meetings and implementing the network's actions.
- Maintain communications within the NAPWHA Treatments Outreach Network (TON) and take responsibility for convening meetings of the Network; including organising of guest speakers who will provide specific treatments information.
- Assist the management team, as required, in providing secretariat support to working groups established to deliver projects, including assistance in organising meetings, recording meetings, monitoring actions, and maintaining community engagement of these working groups.
- Assist the management team in profiling NAPWHA's projects, including where appropriate and as advised by management, developing key links with clinicians and researchers.
- Represent NAPWHA as requested in various HIV sector forums where knowledge of HIV treatments and ageing information is being discussed and developed.
- Support the review and updating of resources as relevant, and the development of new resources as identified across various mediums such as digital and print, working closely with NAPWHA staff and contractors.
- Be the key contact point for HIV health related queries that come to the NAPWHA either through member organisations or the NAPWHA inquiry portals.

- Identify opportunities for improvement and contribute ideas, creative solutions and expertise through team or project-based meetings.
- Engage in relevant and appropriate work practices to foster and maintain cooperative and productive working relationships with colleagues, NAPWHA members and networks, peers and the wider PLHIV community.
- Other duties as required by the management team, line manager and Executive Director

Key Selection Criteria

1. Minimum of 2-5 years' relevant experience in public health.
2. Relevant experience within the HIV sector across a range of domains including treatment and research knowledge (or equivalent community sector experience).
3. Awareness of HIV and the role of community-based organisations in the Australian HIV response, and an understanding of the diverse populations of people with and affected by HIV including those from Aboriginal and Torres Strait Islander and culturally and linguistically diverse backgrounds.
4. Excellent verbal and written communication skills.
5. Strong experience with Information Technology, including Microsoft Office suite and databases.
6. Exceptional interpersonal skills and the ability to work with a diverse range of stakeholders.
7. Highly developed administrative and organisational skills, including the ability to prioritise and manage work efficiently and accurately within strict timeframe.
8. Proven skills in project management and an ability to deliver projects within a specified time and to budget.
9. Ability to work independently and collaboratively with a small team.

Desirable Criteria

10. Strong understanding of contemporary experiences of HIV and with the communities which NAPWHA works.
11. A degree specialising in Public Health or nursing (or equivalent).

People living with HIV a strongly encouraged to apply.



CONDITIONS: This position is offered on a 12-month fixed-term contract effective from February 2023.

The position may on occasion be required to attend meetings/forums outside normal office hours, which may include interstate travel.

The position is offered with all the current terms and conditions under the NAPWA Enterprise Agreement. Salary Packaging to the equivalent of 12 months maximum allocation is available. Leave loading and Superannuation are also payable.